

PRIVACY NOTICE

MEMBERS

What we need

Livingston Athletic Club is registered as a Scottish Charitable Incorporated Organisation (SC046189) and is affiliated to Scottish Athletics.

Livingston Athletic Club will be a "controller" of the personal information that you provide to us through this website unless otherwise stated.

When you register as a member of Livingston Athletic Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18) we will ask you for the following personal information:

- member details– first name, last name, date of birth and gender;
- membership details – whether you have been a member of another athletics club, previous club, resignation date, SA membership number and SA membership expiry;
- contact details – address, town, postcode, home telephone, parent mobile, parent mobile note i.e. Mum, Dad or other, parent email and alternate parent email;
- medical information – including whether you have any condition requiring medication, brief details of any condition requiring medication, whether you have any allergies to any medication and brief details of any allergies to any medication and whether you are participating against medical advice;
- emergency contact details – first name, last name, relationship, home phone and mobile phone;
- code of conducts– acceptance;
- volunteering – details of whether you can help the club and in what capacity, and if not member first name, last name, relationship, home phone and mobile phone;
- declarations – photo permission, health declaration and Jog Scotland registration (if applicable);

- payment details via Go Cardless – first name, last name, email, bank account number, sort code, address and whether more than one person is required to authorise payment.

Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your membership.

We will use our members' personal information to:

- provide you with core member services, including for example, insurance, coaching, licensing and voting;
- set up your online athlete profile on our website;
- process payments;
- send you membership communications in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees' information, etc.;
- send you communications regarding sessions.

If you do not provide us with all the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in athletics by sending members' club newsletters and communications and booking information for upcoming competitions, leagues and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- raise funds for the club by sending members details of fundraising opportunities;

- provide competition in athletics by accepting and managing entries for our competitions and events and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in athletics by monitoring members' engagement and participation through monitoring attendance and inviting our members to participate in surveys for researching and development purposes;
- invite our members as award winners or guests to our annual awards dinner/ceremony, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact;
- develop and maintain our members' qualifications, including sending communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG/child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to athletics. For example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on enquiries@livingstonac.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our sessions, competitions and events, we may share this with Scottish Athletics and Jog Scotland for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and members' safety.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Livingston Athletic Club employs third party suppliers to provide services, including IT, payment services, payroll, pensions and coaching. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

Livingston Athletic Club may share information with external leagues, events and competitions in pursuit of our legitimate interests to promote competition in athletics. You have the right to object to us using your personal information for this purpose. If you wish to object to any of the above processing, please contact us on enquiries@livingstonac.com. If we agree and comply with your objection, this may affect our ability to enter you in external leagues, events and competitions.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take

reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

As an affiliated club of Scottish Athletics, we are required to ensure that members are members of Scottish Athletics as a condition of our affiliation.

We will share your name, email address, date of birth, gender and address with Scottish Athletics who will become a controller of your personal information when they receive it. Scottish Athletics' privacy notice explains how they use your personal information and can be accessed here <https://www.scottishathletics.org.uk/about/privacy-notice/>

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK/EU and is accessed by our staff/volunteers for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 10 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Livingston Athletic Club and for how long. We need to do this to comply with the Charities and Trustee Investment (Scotland) Act 2005, which requires us to keep a register of members or in the event of a claim against Livingston Athletic Club.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can request a copy by contacting us at enquiries@livingstonac.com

Your rights

You can exercise any of the following rights by writing to us at enquiries@livingstonac.com

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Livingston Athletic Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk